



PORTLAND FIRE & RESCUE



Jo Ann Hardesty, Commissioner
Mike Myers, Fire Chief
Nate Takara, Fire Marshal
Prevention Division
1300 SE Gideon Street
Portland, OR, 97202
Phone: (503) 823-3770

Non-Monitored Fire Alarm System Includes a Fire Alarm Control Panel

QUARTERLY TEST REPORT FORM

OCCUPANCY NAME: _____

ADDRESS: _____

OWNER / AGENT: _____ PHONE: _____

MAILING ADDRESS: _____

Alarm systems that include a fire alarm control panel (FACP) that electronically supervises the system but does not broadcast any of the signals from the panel to an approved supervising station shall be tested quarterly per NFPA 72.

The FMO allows system owners to have quarterly tests performed by a competent individual **as long as a full annual test is performed by a qualified alarm technician.** The test by the alarm technician shall be logged on a form 300.91 F.

The quarterly test by a competent person shall consist of actuating a pull station then walking the premises to insure that all of the notification devices are operating properly. The system shall then be reset, and the panel shall be visually inspected to determine if the LED indicator lights are showing normal condition. A different pull station shall be used for each of the quarterly tests performed by the competent individual. Smoke detectors (if equipped) should not be used as actuating devices in the quarterly test performed by the competent individual.

Records of tests shall be kept on site for three years. Deficiencies shall be corrected immediately.

TEST DATE (M / DAY / YR)	SIGNATURE	COMPONENTS TESTED/COMMENTS

